

Notice for Professional Services

The City and County of Honolulu is looking for a qualified consultant to develop a comprehensive Request for Proposal (RFP) for an integrated access management and monitoring system. The development of this RFP will minimally include but not limited to:

- 1) Interviews of various stakeholders, including but not limited to the Honolulu Police Department, Honolulu Fire Department, Department of Facility Maintenance, Office of Civil Defense Agency, Department of Human Resources, Department of Design and Construction, Emergency Medical Services, Department of Information Technology, Department of Transportation Services and the Mayor's Office.
- 2) Identification of requirements, including identification/access cards, access controls, sensors/sensor monitoring, cameras/camera monitoring. This includes physical and logical security.
- 3) Develop and create RFP.
- 4) Vendor identification and prequalification;
- 5) Assist in RFP evaluation process; must follow State of Hawaii procurement laws;
- 6) Cost Estimates;
- 7) Recommend hardware/software topologies and architectures;
- 8) Assist in the review of Vendor references;
- 9) Recommend Interface/integration with existing and future systems;
- 10) Define, plan for, and develop documentation for acceptance testing.

Organization interested in providing these services must submit the following information for each project team firm:

- 1) Name of the business/person, business address and location of all offices;
- 2) Age of firm and its average number of employees over the past 5 years;
- 3) Education, training, and qualifications for key members of the firm and project team;
- 4) List of similar projects demonstrating ability to perform the required services;
- 5) Names and phone numbers of up to five clients who may be contacted including at least two of which had similar services rendered during the proceeding year;
- 6) The Project team's understanding of the requirements and methodology;
- 7) The project team's experience in designing, planning and management of similar integrated access controls and monitoring systems within the public sector, preferred;
- 8) Industry experience and expert knowledge of existing building, security and fire standards, codes and practices;
- 9) Any promotional or descriptive literature that the firm desires to submit.

Consultants will be evaluated on the following criteria:


- 1) Experience and professional qualifications relevant to project type.
- 2) Past performance on projects of similar scope for public agencies or private industries, including corrective actions and other responses to notices of deficiencies;
- 3) Capacity to accomplish work in the required time;

Statement of Qualifications from interested firms shall be submitted with one original and two copies by September 23, 2005; not later than 4:30 p.m., Hawaii Standard Time to:

Gordon Bruce, Director
Department of Information Technology
City and County of Honolulu
650 South King Street, 5th Floor
Honolulu, HI 96813

Any inquiries regarding the professional services required should be directed to John Higuchi - PMP, Application Services Division, Department of Information Technology at 808-547-7663.



MARY PATRICIA WATERHOUSE
Director of Budget and Fiscal Services 
By order of MUFI HANNEMANN, MAYOR
City and County of Honolulu